

TOWN OF BLOOMFIELD

HUMAN SERVICES FACILITY BUILDING COMMITTEE MEETING

DRAFT MINUTES

There was a meeting of the above referenced committee on Wednesday, October 5, 2016 at 5:30pm in Conference Room #5 at Town Hall, located at 800 Bloomfield Avenue in Bloomfield, CT.

Committee members present were: Alan Budkofsky, Bob Berman (via phone), Kevin Hussain, Kenneth McClary, Lucille Morisse, Joe Suggs – Chair, Paula Walek, Elizabeth Washington, and Mark Weisman –Secretary

Absent: John Sheehan and Lou DeSario

Staff (acting as Ex-Officio Members) present: Yvette Huyghue-Pannell, Director of Senior Services, Camilla Jones, Director of Social and Youth Services, and Dave Melesko, Director of Leisure Services

Also present: Nancy Haynes, Purchasing & Risk Manager, and Sharron Howe (representing Philip K. Schenck, Jr., Ex-Officio Member)

Guests: Judith Blank, Bond Counsel from Day Pitney

The meeting was called to order at 5:33 p.m.

Old Business

It was moved by Alan Budkofsky and seconded by Kenneth McClary to approve the minutes of September 19, 2016. The motion passed unanimously.

New Business

A. Town Manager Comments – Phil Schenck

- Town Manager Schenck thanked the committee members for their time, energy, and commitment. He stressed the importance of building a permanent quality product for Bloomfield in the way of a top-notch project for which we can all be

proud 20 years from now from a maintenance, functionality, and budget standpoint

- There was a discussion regarding the ability to use a portion of the existing building or to do a partial renovation as opposed to constructing a completely new structure. Town Manager Schenck mentioned that Centerbrook Architects had looked at future use of the existing building and that is still something we will want to review when hiring an architect for this project. Chair Suggs read the last paragraph from the Explanatory Text of the Referendum Question after which the question was posed to Bond Counsel, Judith Blank, who replied that a renovation

to the existing building would be considered a significant change and means that the funds would not be allowed for use of the renovation.

- o The committee can modify the project but it would have to fit into the description, but there certainly is some flexibility to modify the scope of the project

- o None of the bond funds appropriation are allowed to be used for the renovation of the existing building, e.g. the gymnasium

#### B. Referendum Advocacy Guidelines – Judith Blank, Day Pitney

- Ms. Blank indicated that once a referendum is pending (as ours is), there can be no advocacy financed by public funds unless there is a specific exception
- Advocacy restrictions apply to all town bodies, town council, boards and agencies, and town committees
- Definition of advocacy is very broad, meaning the use of resources including any public space applies: no flyers (except explanatory text) can be sent in children's backpacks (children are considered a resource), the town website may not be used

to advocate the project, nothing can be communicated over the airwaves (i.e.

BATV) or robo calls

- Only 2 types of materials are acceptable for distribution to the public: explanatory text and pro/con summary if authorized by local ordinance
- It should be noted that First Amendment Rights cannot be limited so the committee members are able to go out and speak about the project as an individual, and an individual is allowed to spend up to \$1000 for advocacy materials
- If a committee member receives an FOI request, we can and should answer the request; you may forward the request to Nancy Haynes or the Town Manager's Office

#### C. Department Space Programming Needs

##### a. Camilla Jones – Director of Social and Youth Services

Ms. Jones stressed the need for the following:

- i. An area for large events with families and children
- ii. A private meeting space for Youth Adult Council and Juvenile Review Board meetings
- iii. Food Bank storage space and private reception area for waiting clients
- iv. Three closed door office spaces for Camilla, India Rodgers – Social Worker, and Pat Maneggia – Social Worker
- v. Locked space (or approximately 15 fireproof cabinets) for storage of confidential files
- vi. A secure room or area with panic button installed for meetings/discussions with clients who may pose a safety issue
- vii. A Business Center where clients may go online to complete forms, apply

for SNAP, or insurance in a private and confidential setting

viii. There was a discussion regarding the programmatic efficiencies which are realized due to the proximity to the other two departments

b. Yvette Huyghue-Pannell – Directory of Senior Services

i. B. Berman had inquired about the various spaces in the Senior Services area relative to the programming and participant numbers to which Ms. Huyghue-Pannell provided detailed information for the month of October, broken down by date, time, program, number of participants, and location of program

ii. Current programs require adequate space and sufficient resources for each specific program to be successful. Below is a list of current programs supported by the Senior Services Department (this is not an exhaustive list):

1. Senior Walkers
2. Nurse Screenings
3. Be Fit & Have Fun
4. Multi-media Drawing
5. Billiards
6. Wii Bowling
7. “Mini” Bowling
8. Knitters
9. Ida’s Shoppe
10. CRT Lunch
11. Pinochle

12. Cards
13. Line Dancing
14. Mahjongg
15. Bingo
16. Support Groups
17. Music Makers
18. Bridge
19. Journaling
20. Chair Pilates
21. Painting
22. Techie Time
23. Beginner Tai Chi
24. Spanish
25. VFW
26. Canasta
27. Coloring
28. Fiber Arts
29. Women of Hope
30. Red Hot Honeys
31. Balance Class

c. Dave Melesko – Director of Leisure Services

i. Leisure Services holds stand-alone programs in addition to programs contracted with the middle school

ii. Summer and Holiday Break camps are significant parts of the programs

iii. The gymnasium is the most utilized space in the building for Leisure Services with various classes for adults and youth with the goal being to increase the gym space (square footage)

1. Secretary M. Weisman made mention of the fact that the 49,000 sq ft program developed to date does not include the gymnasium, and we need a gym to be included in the program

2. When asked by P. Walek how much square footage we need for the gym, D. Melesko replied that 9,000 would be ideal, versus the current square footage of approximately 6,000

iv. Mr. Melesko's desire and vision for the Fitness Center is to move toward a Wellness Center model, not just an area with equipment

d. A. Budkofsky spoke for the needs of BATV

i. An equipment room is necessary and poses an issue currently with assembling and disassembling equipment before and after filming

ii. A satellite dish would be helpful

iii. Air conditioning is an issue with wall units which are inefficient and pose a noise issue when taping

iv. 1400 sq. ft. would be ideal

v. There was a discussion regarding the necessity for BATV to be located in the same building as the other departments or could it run just as efficiently elsewhere. A. Budkofsky stated it could operate elsewhere as long as the location was close to the street with lines available for connectivity

D. RFP Draft for Architectural Services – Nancy Haynes

a. The draft RFP was reviewed by Secretary M. Weisman, K. Hussain, and L.

DeSario

b. Secretary M. Weisman mentioned that the Town Manager, Phil Schenck, suggested the use of a Construction Manager. L. DeSario expressed concern to M. Weisman that we have no blueprint or conceptual design. Secretary M. Weisman reminded us that what we do have is a 52,000 sq ft program on which architects can respond

c. Secretary M. Weisman also mentioned that if the committee is considering a Design-Build project delivery method, then a concept and schematics would need to be created prior to soliciting. This would require hiring an architect solely for this purpose. He suggested it would be more effective to hire an Architect to continue all the way through the project and then hire a construction manager (CM). He also suggested that combining the contractor and the architect in a Design-Build approach could lead to a possible loss of control by the Town in the final product. We also have the possibilities of hiring a Construction Manager either "At Risk" (CMAR) or "As Advisor"(CMAA).

d. In general terms, a CMAR goes out and solicits bids from all different trades but all the contracts are held by the CMAR, not the Town and then essentially, the CMAR becomes similar to a general contractor and the Town's best interest may

not be their first priority. A CMAA performs similar functions but does not hold the individual trade contracts; they are held by the Town.

e. It was moved by P. Walek and seconded by K. McClary and voted unanimously to accept the Draft RFP for Architectural Services

Next Meeting Date/Location

Monday, October 17, 2016 at 5:30pm, location TBD

#### Other Items from the Committee

Chair Suggs thanked committee member L. Morisse for the article and suggestion to look into any available state funds for the building project.

#### Public Comments

None.

At 7:43 p.m., it was moved by P. Walek and seconded by Vice Chair Weisman to adjourn the